



## Introduction

- Only put people in your circles that you know and trust.
- Use a separate Gmail for corresponding with trusted individuals within Google+; use another Gmail for personal business/affairs.
- Assume ALL information and images you share are viewable by the public, regardless of your settings.
- **PLEASE NOTE: Anyone can put you in their circle and you CANNOT remove yourself from their circle.**
- For maximum security, select settings "Only You" and "Your Circles" whenever given the selection. Also ensure your family takes similar precautions with their accounts. Their privacy and sharing settings could expose your personal data.
- DO NOT log in or link third party sites (e.g. Facebook, LinkedIn, Twitter) using your Google+ account. Third party sites may aggregate and misuse personal information.
- **DO NOT** add your mobile phone number and do not upload photos from your smartphone. Metadata can identify where you took the picture.
- Make your profile and cover picture a photo of something other than yourself.
- A good general rule is the less you share, the better.

## Account Settings

**Who can interact with you and your posts**

Who can send you notifications? [Learn more](#)

Who can comment on your public posts? [Learn more](#)

**Who can Hangout with you**

Change settings for invites from people who haven't contacted you yet. [Learn more](#)

**Customize** Manage Setting to

**Shared Endorsements** Off

**Receive notifications**

Get notified by email or phone when someone...

- Posts
- Circles
- Photos
- Hangouts
- Events
- Communications about Google+ Pages
- Communities

**Who can Hangout with you**

Change settings for invites from people who haven't contacted you yet. [Learn more](#)

- Friends
- Family
- Acquaintances
- Following
- Everyone else

Get notified about Hangout requests

Cancel Save

**Your circles**

When you share posts, photos, profile data, and other things with "Your circles," you're sharing with all of your circles, except the ones you're just following.

**Customize**

Customize "Your circles"

When you share posts, photos, profile data, and other things with "Your circles," you're sharing with all of your circles, except the ones you're just following (they're unchecked in this list). [Learn more](#)

Choose who to include in "Your circles":

- ☒ Friends
- ☒ Family
- ☐ Acquaintances
- ☐ Following

Cancel Save



## Photos and Videos

### Photos and Videos

- ☐ Show geo location information on newly uploaded photos and videos.
- ☐ Allow viewers to download my photos and videos.
- ☐ Find my face in photos and videos and prompt people I know to tag me. [Learn more](#)
- ☐ Upload my photos at full size.

Uncheck all boxes in this section

Storage used: 0 GB (0%) of 15 GB.

[Buy more storage](#)

Turning on full size uploads will slow down your uploads.

### Google Drive

- ☐ Show Drive photos and videos in your photo library [Learn more](#)  
Only you can see them in your library until you choose to share them

### Auto Enhance

Automatically enhance new photos and videos. [Learn more](#)

☒ Off ☐ Normal ☐ High

It's easy to revert any photo that's been enhanced

### Auto Awesome

- ☐ Create awesome new photos and videos for you. [Learn more](#)

People whose tags of you are automatically approved to be added to the 'Photos of you' section of your profile:

\*Delete individual's located in this box

## Profile

### Profile

- ☐ Show your Google+ communities posts on the Posts tab of your Google+ profile. [Learn more.](#)

Show these profile tabs to visitors (they're always visible to you) [Learn more:](#)

- ☐ Photos
- ☐ YouTube / Videos
- ☐ +1
- ☐ Reviews

Uncheck all boxes in this section

- ☐ Allow people to send you a message from your profile Extended circles ↕

- ☐ Help others discover my profile in search results. [Learn more](#)  
Unchecking this box prevents most search engines from indexing your profile. It does not prevent them from indexing any public posts or comments.

- ☐ Show how many times your profile and content have been viewed.

### Hashtags

- ☐ Add related hashtags from Google on my newly created posts. [Learn more](#)

Uncheck all boxes in this section

### Location Settings

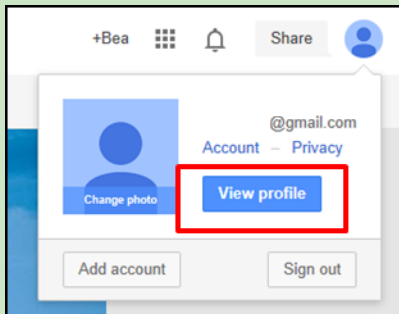
- ☐ Enable Location Sharing  
Location Sharing allows you to share your current location from Location Reporting on your devices, with people you choose. People you share your location with can see your current location across Google products, including Google+ and Google Now. They can also see your places, such as home and work. [Learn more](#)

### Disable Google+

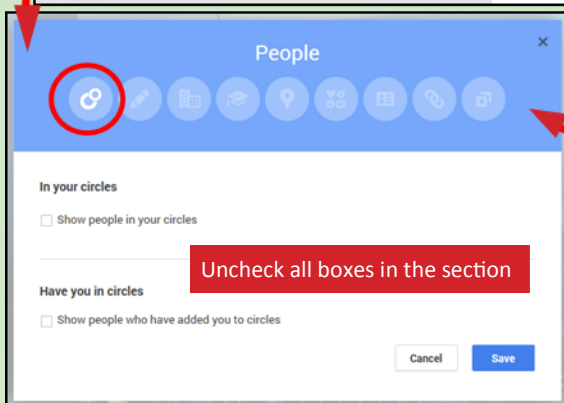
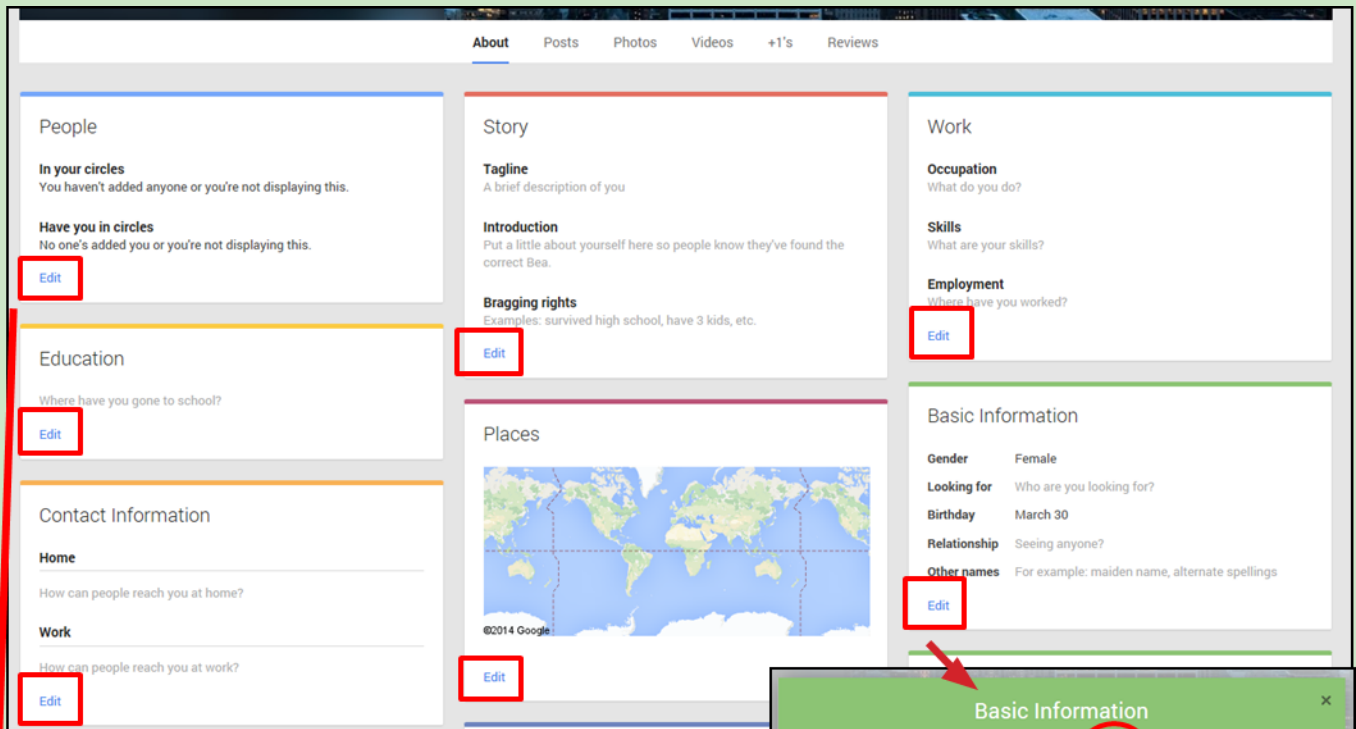
Delete your entire Google profile [here](#).



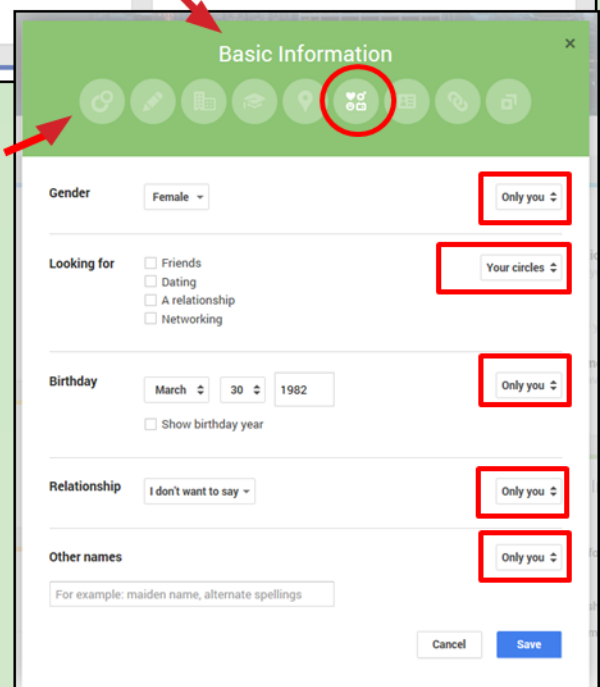
## View Profile



\*Click on "View Profile" and then click "About" and "Edit" to change visibility of each individual box on your Google+ profile page

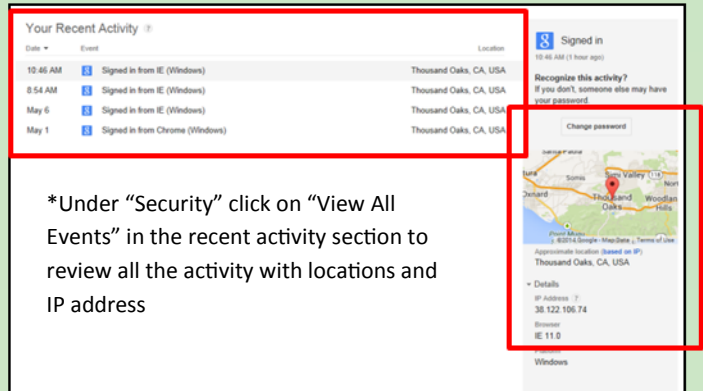
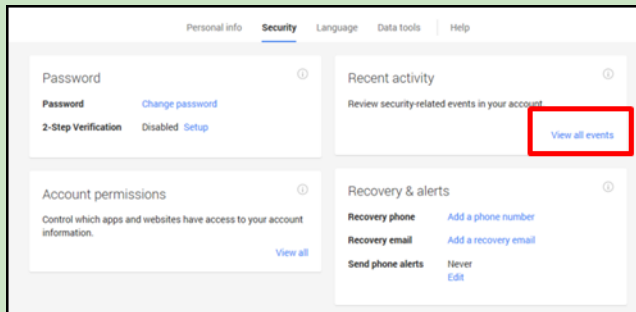


\*Click on the individual circles to change the settings for each individual box





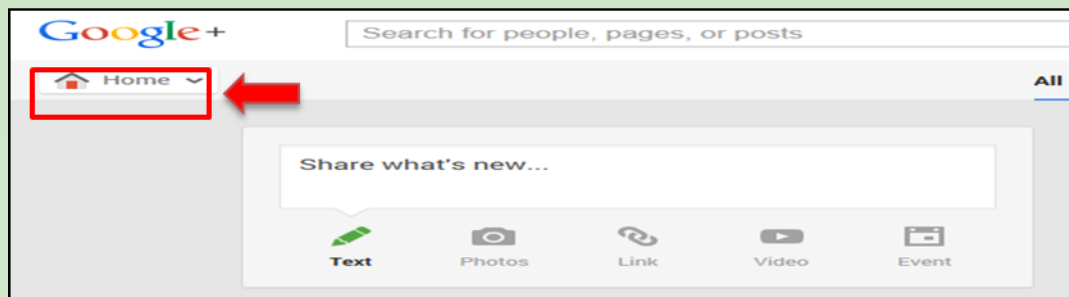
## Security



\*Under "Security" click on "View All Events" in the recent activity section to review all the activity with locations and IP address

## Post Deletion

From the Google+ home page, select the "Home" tab in the upper left hand corner of the screen and select the "Profile" icon



The next screen will contain all the posts, photos, and videos you have posted to your Google+ profile.

To delete a post, click the arrow icon in the upper right hand corner of the individual post and select "Delete post". You will then be prompted to confirm the request to delete

